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Training Certification for Landfill Managers and Inspectors

(Please note this a draft - Please review as this is being distributed in anticipation of informal public workshops on March 30 & April 1, 2004. Comments regarding these informal draft regulations may be submitted to Darryl L. Petker at opcert@ciwmb.ca.gov or by calling 916.341.6704)

1) Purpose

- a) The California Integrated Waste Management Board (CIWMB) is tasked with assuring that solid waste landfills located in California operate in a safe and efficient manner so as to protect public health and safety and the environment.
- b) The purpose of these regulations is to develop a mandatory California Specific Manager of Landfill Operations/Inspector Training Certification Program (Certification Training Program) to require that every on-site landfill manager responsible for day-to-day operations and each CIWMB or Local Enforcement Agency (EA/LEA) landfill inspector assigned to inspect landfills in accordance with appropriate regulations will have and maintain proper Training. This shall not supercede any other required certifications for Local Enforcement Agencies (LEAs). The training certification and the continuing education that follows to maintain certification will help ensure that Landfill Managers and Inspectors have up-to-date information on current regulations and best management practices for landfill operations.
- c) The Certification Training Program will provide both general and California Specific information and testing to enhance landfill managers and inspectors understanding of regulations and operational practices.

2) Definitions – Definitions cited below are intended only for use in governing these regulations within sections 1 through 9.

- a) **Active** - For the purposes of this document, "active" means a facility/operation currently accepting, handling, processing, or disposing waste.
- b) **Approved Training Source (Training Source)** – That person, company, agency, organization, or corporation that has obtained approval from the Board to offer training that may be used toward certification or maintenance of certification for Landfill Managers and Inspectors in California.
- c) **Board** – The California Integrated Waste Management Board
- d) **Certified Landfill Inspector** – A landfill inspector as defined in this section that has met the criteria for and successfully passed applicable exams, one regarding general landfill operations and a second regarding California-specific information associated with the Certification Training Program.
- e) **Certified Landfill Manager** – A landfill Manager as defined in this section that has met the criteria for and successfully passed applicable exams, one regarding

general landfill operations and a second regarding California-specific information associated with the Certification Training Program.

- f) **Certification Training Program** – Program to Certify Landfill Managers and CIWMB/EA Inspectors to ensure a level of initial and continuing training regarding landfill operations relating to public health and safety and environment.
- g) **CIWMB – The California Integrated Waste Management Board**
- h) **Landfill Inspector** – CIWMB and Enforcement Agency employees charged with making required inspections of landfill operations to ensure compliance with applicable Statutes, Regulations, and standards.
- i) **Landfill Manager** – That individual who is on-site and responsible for the daily and continuous operation of a landfill
- j) **Landfill Operator** – Is the person, party, company, corporation, etc. that is the operator/business owner of the activities (permitted or otherwise) occurring at the facility, site, operation. This is defined on the Solid Waste Facility application and permit. The Landfill Manager works for the Landfill Operator.
- k) **Training Certification Committee (TCC)** – Training Certification Committee as established to review qualifications and instructional materials of the applicant-training provider for recommendation to the Board. .

3) **Landfill Operator's Responsibility To Maintain On-Site Presence of Certified Landfill Manager to Oversee Day-To-Day Operations**

- a) The Landfill Operator shall be responsible for assuring that operational activities at a landfill are overseen by a Certified Landfill Manager as follows:
 - i) A Certified Landfill Manager will be a full-time, on-site employee, or contract employee, assigned to oversee day-to-day operational activities a specific landfill except under the following circumstances:
 - (1) One Certified Landfill Manager may be allowed to supervise two or more landfills which are under the same ownership as long as their total cumulative daily permitted tonnage does not exceed 199 tons per day and those landfills are all within the same Enforcement Agency Jurisdiction.
 - (2) Any landfill that is currently on the "Inventory of Solid Waste Facilities Violating State Minimum Standards" as required in PRC Section 44104 must have it's own Certified Landfill Manager.
- b) A Certified Landfill Manager is responsible for overseeing and maintaining an on-site training program to ensure that the appropriate landfill operation employees are updated on issues pertinent to their specific job duties, such as:
 - i) Customer and employee safety
 - ii) Landfill equipment operation and maintenance
 - iii) Traffic control and roadway maintenance
 - iv) Leachate and landfill gas control
 - v) Waste compaction and cover issues
 - vi) Litter Control and Drainage Issues
 - vii) Appropriate Regulatory Updates and Changes
- c) An on-site training program shall at a minimum consist of the following:

- i) A weekly meeting, either on or off site, to inform appropriate landfill operation employees on information related to safety, operational, and regulatory issues;
- ii) Documentation of each weekly on-site training meeting to indicate topics covered, time of training, and person providing instruction or information.
- d) When a Certified Landfill Manager is not available during his/her normal work shift, the on-site staff responsible for operations must be and have been regularly participating in an on-site, verifiable training program. Verification is made by the Certified Landfill Inspector
- e) The Landfill Operator shall have a period of 13 months to hire a Certified Landfill Manager in the event that the current certified landfill manager position becomes vacant or due to expiration/loss of current certification.
- f) The operator shall have a Certified Landfill Manager at the landfill within three (3) years from the effective date of these regulations.

4) CIWMB/Enforcement Agency Responsibilities To Ensure Landfill Inspection by Certified Landfill Inspector

- a) The CIWMB and the Enforcement Agency shall ensure that its staff who perform landfill inspections in accordance with regulatory requirements are certified through an approved Certification Training Program or that the inspection is conducted under the direct supervision of an inspector certified in the Certification Training Program.
- b) The CIWMB and the Enforcement Agency shall use only certified landfill inspector(s) for landfill inspections within three (3) years from the effective date of these regulations.

5) Experience and Requirements for Obtaining a California Specific Certification as a Landfill Manager or Landfill Inspector in the Certification Training Program

a) Certified Landfill Manager

- i) Successful completion of the Certification Training Program required by the Board, and a high school degree or GED, and one of the following:
 - (1) Five years of landfill operations experience;
 - (2) Two years experience in landfill operations management / supervisory position; or
 - (3) Registered Professional Engineer or Certified Engineering Geologist with two years of landfill experience.

b) Certified Landfill Inspector

- i) Successful completion of a Certification Training Program approved by the Board and the following:
 - (1) Employment with, or as a contract employee of, either the CIWMB or an Enforcement Agency with duties that include required regulatory inspections of California landfills;
 - (2) Two years of landfill inspection experience or completion of 20 landfill inspections under direct supervision of a currently Certified Landfill Inspector.

c) Certification Verification and Reporting

- i) The CIWMB will maintain a master list of Certified Landfill Managers and Inspectors to verify that the appropriate certifications have been obtained and maintained.

6) Training Requirements and Curriculum

- a) At a minimum the following must be included in the training curriculum of the Certified Training Program:
 - i) Minimum 24 hours of training;
 - (1) Classroom for 20 hours (or internet equivalent), and
 - (2) Field exercise for 4 hours.
- b) Classroom topics and time must include but not be limited to the following:
 - i) History/Purpose of a Sanitary Landfill
 - ii) Landfill Waste Types and Acceptance
 - iii) Landfill Operational Management Practices (including calculations)
 - iv) Landfill Liquids and Gas Management
 - v) Landfill Planning, Techniques, and Economics
 - vi) Employee On-Site Training
 - vii) Compliance Inspections -
 - viii) Closure and Post-Closure Maintenance
 - ix) Federal, State, and Local Regulations
 - x) Records, Communications, Safety, and Contingency Plans and Actions
- c) Field Exercise (Topics to cover at a minimum)
 - i) Disposal Site Maintenance & Safety
 - ii) Site Face Operations and Sizing
 - iii) Landfill Leachate and Gas (including condensate) Monitoring, Control, Treatment and Disposal
 - iv) Daily, Intermediate and Final Covers
 - v) Drainage and Litter
 - vi) Site Security, and Public Access
 - vii) Disposal Site Records Maintenance and Storage
 - viii) Traffic Routing and Control
 - ix) Site Inspection Criteria

7) Testing Requirements For Certification

- a) To be certified, persons taking an approved Certified Training Program, in accordance with Section 7, must pass each approved test as described below. Testing shall be designed to ensure that Certified Landfill Managers and Inspectors have obtained a level of training and knowledge consistent with the State of California criteria for the safe and efficient operations of landfills in accordance with the Public Resources Code and California Code of Regulations.
 - i) Two written tests will be given to all applicants seeking Certification as either a Certified Landfill Manager or a Certified Landfill Inspector.
 - (1) A general test consisting of a minimum of 100 general questions regarding landfill operations;

- (2) A California-specific test consisting of a minimum of 30 questions that relate to solid waste regulations and related issues.
- ii) Passing rate for each test shall be 70 percent.
- iii) California Certification shall only be issued if a passing score is achieved on each test.
- iv) Test questions will be developed by the Board or provided by the training source and approved by the Board at least 60 days prior to testing.
 - (1) Questions for both tests must be updated for each training session to ensure that current solid waste issues are addressed.
- v) Applicants who have taken training under the Certification Training Program and fail to pass the approved certification test(s) may retake the failed test(s), without again participating in the training program,
- vi) Those Landfill Managers and Inspectors that have successfully completed the training course during the CIWMB/SWANA (Solid Waste Association of North America) Four Year Pilot Project which was authorized by the Board with signed agreement in October, 1999, and received their certification and are currently certified will be considered certified under this regulation.
- vii) Landfill Managers and Inspectors may take both tests associated with the Certification Training Program without attending the approved class; however, if they fail either of the tests, they will then be required to attend the approved training class prior to retaking the tests in order to receive certification for the purpose of these regulations.
- viii) Participants that fail to maintain certification, as provided in section 8, must again take and pass each test associated with the Certification Training Program prior to again becoming certified as either a Manager or Inspector.

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8) Continuing Education Training Requirements (*Please note that there is considerable comments and discussion concerning the types and amount of CEU's that will be necessary – this is ongoing and additional input will be helpful*)

- a) Continuing Education Units (CEU) for maintaining certification in the California Certification Training Program shall be required under the following guidelines:
 - i) Training must be designed for Landfill Managers and Inspection and be relevant to California's regulations and issues; and
 - ii) A minimum of 30 CEU's for a three year period, including a minimum of 5 CEU's per year, is required for re-certification of either the Landfill Manager or Landfill Inspector, with 15 units to be provided by an Approved Training Provider and 15 units by the CIWMB.
 - iii) CEU Training Classes and Unit credits must be approved by the Board and the Approved Training Provider.

9) Requirements to Provide Authorized Training for the Certification Training Program

- a) Training Sources offering training to provide certification or continuing education units for landfill managers and inspectors must be approved by the Board,

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pursuant to subsections (b) or (d), and must meet the following criteria and specifications:

- i) Sources of training may be persons, agencies, companies, corporations, or organizations who provide training either at a specific location or via the internet;
- ii) Sources must meet specific training content and time criteria listed in Sections 7 and 8;
- iii) The portion of training that is general in nature and not specific to California must be designed so that it is recognized and accepted in other states;
- iv) Provide the CIWMB with notice of the date, time, and location at least two (2) weeks in advance of any training or tests;
- v) Allow CIWMB representatives to attend the training and take the examination, for the purposes of auditing, evaluating, and monitoring, any examination without charge. The CIWMB is not required to give advance notice of such an audit; and.
- vi) All attendance and test results shall be provided to the CIWMB within 30 days of the test and training;
 - (1) The student information provided shall include but not be limited to the students name, mailing and email address, telephone number employer, and landfill (s) affiliations; and.
 - (2) Test information shall be a breakdown of each question with # of corresponding answers as well as each students answers by question
- b) Prior to consideration for approval as an Approved Training Source by the Board, a Training Certification Committee (TCC), as established by the Board under subsection (b)(i), must evaluate the proposed training source, including reviewing course material and instructor experience, and recommend to the Board whether or not the proposed source is qualified to become an Approved Training Source.
 - i) The Board shall establish a TCC that may be made up of representatives from the Board, Solid Waste Industry, LEA's, other regulatory agencies, the public, and CIWMB staff;
 - ii) The TCC will meet at a minimum of once a year to review requests for becoming an Approved Training Source;
 - iii) Sources wishing to offer courses and training for certification must submit to the TCC the following information:
 - (1) Goals of the training;
 - (2) Criteria for Instructors Experience;
 - (3) Experience in Solid Waste Landfill Operational Issues and Training;
 - (4) Experience in Solid Waste Landfill Inspection and Compliance Issues and Training; and
 - (5) Course outline including specific information on each main topic, including California-specific information, providing a clear view of the information to be taught.
 - iv) A TCC representative shall attend a portion of the source's current training that is relevant to the requirements described in Sections 7 and 8 and report back to the TCC as to the quality of information and instruction, timeliness of information, and thoroughness of the presentation.

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- v) The TCC will make a recommendation through CIWMB staff for the Board's consideration as to whether the training source should be accepted as an Approved Training Source for Certification of Landfill Managers and Inspectors.
- vi) The TCC will also be responsible to review a currently approved training provider at the Board request to ensure that their performance is in line with original requirements.
- c) Approval of a training source by the Board shall be for a period not to exceed four years.
- d) The Solid Waste Association of North America (SWANA) is an approved training source due to its participation in a four-year pilot project assisting the CWIMB in the development of materials and standards for these regulations. SWANA shall have to maintain its qualification in accordance with these regulations.

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